

Registration Procedures for Children, Teens, Adults

Registration

- Resident Mail, Fax, Drop-off, Phone, Internet, Walk-in Tuesday, March 1, at 8:30 a.m.
- Nonresident Mail, Fax, Drop-off, Phone, Internet, Walk-in Wednesday, March 16.

Registration Deadlines

- Please note the registration deadline for all activities is two weeks prior to the start of the class unless otherwise noted.
- A program will be cancelled if registration is insufficient. If a program is cancelled, we will contact you. You may then select an alternate program, request a credit or a refund.
- Late registrations will be accepted if space is available in the activity.

Registration Form and Payment

- Complete the registration form. You may combine recreation activity fees in one check, **made payable to the City of Rockville**. Please make sure the registration form and payment are complete and correct, and be sure to include the course number(s) on your check. **Note: \$25 returned check charge.**
- Visa and Master Card are accepted for payment of programs

Five Easy Ways to Register!

 - Most convenient method. Available 24 hours a day, 7 days a week.

1. Online: Go to www.rockvillemd.gov and click on 

2. Telephone: 301-762-4284

3. Fax to:

Rockville City Hall - 240-314-8659
Rockville Municipal Swim Center - 240-314-8759
Rockville Senior Center - 240-314-8809
Croydon Creek Nature Center - 240-314-8779
Lincoln Park Comm. Center - 240-314-8789
Twinbrook Comm. Rec. Ctr. - 240-314-8839

4. Mail To:

Rockville City Hall, Dept. of Rec. & Parks., 111 Maryland Ave., Rockville, MD 20850
Rockville Municipal Swim Center, 355 Martin's La., Rockville, MD 20850
Rockville Senior Center, 1150 Carnation Dr., Rockville, MD 20850
Croydon Creek Nature Center - 852 Avery Road, Rockville MD 20851
Lincoln Park Comm. Center - 357 Frederick Ave., Rockville MD 20850
Twinbrook Comm. Rec. Ctr. - 12920 Twinbrook Parkway, Rockville MD 20851

5. Drop off:

City Hall, Swim Ctr, Senior Ctr, TCRC, LPCC & Croydon Creek Nature Ctr.
Monday through Friday, 8:30 a.m. - 4:30 p.m.

Credits and Refunds

Credits to the family account will be made automatically should staff cancel a course.

Requests for a refund/credit must be in writing, only will be issued for medical reasons and must be accompanied by a letter from your doctor. Refunds will be subject to the following administrative fees: Classes: \$10; Childcare: \$50; Senior Programs: \$10; Sports Leagues: \$100; Trips: \$10. No fee will be charged if family account is credited or if transferred to another program. Refunds will be prorated if program has started. Only credits will be given for registrations under \$20 (exception: Senior programs).

Recreation Fund

- Financial assistance is available to City residents, ages 17 years old or younger. Refer to page 4 or call 240-314-8620 for more information.

Transfers

- All transfer requests are subject to space availability. All requests must be in writing and accompanied with a check for \$5/activity, \$10/childcare administrative fee, made payable to the City of Rockville.



Discounts

- Multiple class discounts may not be combined. Only one discount will be applied per person/per registration (select multiple class discount or Senior discount).

Facilities

- Program locations may be changed due to MCPS facility availability.

Weather/Emergency Closings

- When Montgomery County Public Schools (MCPS) close for the day due to a weather/emergency, all Rockville Department of Recreation and Parks programs are cancelled for the day.
- If it rains, most outdoor classes will be cancelled.
- If schools are closed or dismissed early, after-school classes will not be held.
- Please refer to the "Clip & Save" box of telephone numbers on page 3 for weather emergency telephone numbers
- Check with your instructor about scheduling make-up dates for any cancelled sessions.

Satisfaction Guarantee

The Department is committed to providing quality programs and facilities. If you are unhappy with our services, we want to know! We will suggest another program for you to try, or if you prefer, we will give you a full credit or refund your money. That's our "Customer Satisfaction Guarantee."

When registering for a City of Rockville activity, the participant assumes all risks associated with participation in the program, and hereby releases and holds harmless and indemnifies the Mayor and Council of Rockville, and all of its agents, officers and employees, from any claims for injuries or losses to participant or other persons or property. The City assumes no liability for injury or damages arising from participation in the program. Due to the strenuous nature of some activities, the City encourages each participant to consult his/her physician concerning fitness to participate in the program. The participant consents to emergency treatment. The participant also consents to the City's use of any photographs taken or videotapes made of the program. If participant is a minor, the parent/guardian approves the minor's participation in the program. Neither the instructor nor any of the staff are responsible for children prior to or after the scheduled programs.